**VILLAGE OF FRUITVALE**

**CASUAL CLERK STENO, ADMINISTRATION**

The closing date for applications is February 13, 2024.

The Village of Fruitvale has a vacancy for the position of **CASUAL CLERK STENO** within the Bargaining Unit – CUPE Local 2087**.** This position is on a casual basis to fill-in for sick leave and vacation coverage. The hours of work are 8:30 am to 4:30 pm with a one-hour lunch break. The rate of pay for this position is as per collective agreement.

Reporting directly to the Chief Administrative Officer, the successful applicant will be required to perform a variety of routine and non-routine clerical tasks such as, but not limited to, cashier duties, answering phones, public information responses, rental bookings, and correspondence.

Minimum requirements are as follows:

* Grade 12 or equivalent (G.E.D.)
* Experience in business English and correspondence as well as records management.
* A valid B.C. Class 5 driver's license; with satisfactory profile
* Computer competency in word processing, spreadsheets, desktop publishing and web page maintenance.
* Knowledge of the iCity accounting system would be advantageous but is not required.
* Knowledge of local government would be advantageous but is not required.
* Able to work on short notice is required.

Resumes with cover letter can be dropped off at the Village of Fruitvale Office, 1947 Beaver Street, Fruitvale, BC or emailed to cfo@village.fruitvale.bc.ca with the subject Casual Clerk/Steno. Closing date is February 13, 2024.

Thank you to all candidates for your interest, however, only those candidates selected for interview will be contacted.